



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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Locator Information System (LIST)



PUBLICATION CATEGORY
Research and Inquiry

PROCEDURE MANUAL
Locator Information System (LIST)



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Latest Update Information

The Locator Information System (LIST) procedure has been updated as follows:

Section	Description of Change
LIST Procedure Manual	Procedure document has been updated throughout to be accessible with assistive technology according to Section 508 of the Rehabilitation Act.



System Overview

The Locator Information System (LIST) procedure is an on-line database management system of the United States Department of Agriculture's (USDA) Payroll/Personnel System (PPS).

This section includes the following topics:

System Capabilities and Interface.....	3
---	----------

System Capabilities and Interface

LIST provides Agency personnel offices with locator data (e.g., building code, building abbreviation, building name and address, room number, mail room, office telephone number, home telephone number, and emergency contact information) on Agency employees.

Basic personnel data on new employees (e.g., Department, Agency, Social Security number (SSN), employee name, personnel office identifier (POI), and organizational (Org) structure to the fourth level) is automatically added to LIST from the PPS database after the accession personnel actions are processed. This data is updated as needed each time the Personnel Input and Edit System (PINE) runs.

The locator data is entered by authorized users after an employee is added to LIST and is updated by these users as needed.

Note: To enter data, a user must have read-and-write access to the LIST database. Read-and-write access allows the user to enter new data, change existing data, query, and generate reports. Users with read-only access can only query and generate reports. Contact your Agency security officer to obtain the appropriate access. Data for a separated employee can be maintained for 90 days or for an indefinite length of time.

LIST data may be viewed on-line (by SSN, employee name, or Org structure code) or in system-generated reports. Two methods are available for reporting LIST data: **(1)** predefined formatted reports are available through LIST and **(2)** ad hoc reports are available through the FOCUS Reporting System. For detailed instructions on accessing FOCUS, see the FOCUS Reporting System procedures located under the Reporting publications category on the Publications page of the NFC Web site.



System Access

To access LIST, you must:

1. Have authorized security clearance.
2. Use a personal computer (PC) that is connected to the mainframe computer located at the National Finance Center (NFC).

Agencies must request access to this system through their Agency's NFC security officer.

This section includes the following topics:

Sign-On Instructions	5
Signoff Instructions	8
Changing Your Password	8

Sign-On Instructions

To access this system, you must:

1. Sign on to the NFC Mainframe. The NFC Mainframe Warning screen is displayed.

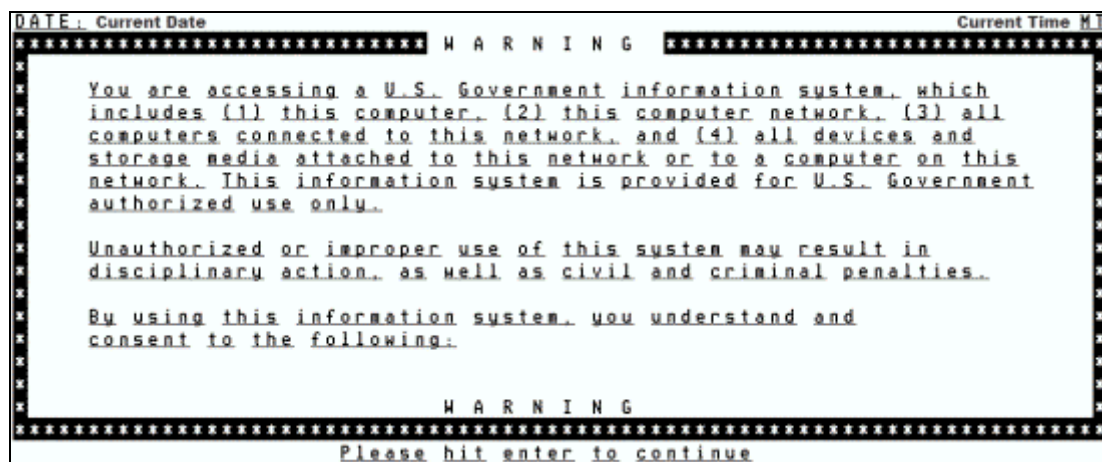


Figure 1: NFC Mainframe Warning Screen



2. Press **Enter** to display the NFC banner screen.

```
=====
Current Date      SNX32703      T30N3022      PF1=HELP
=====
      NN      NN      FFFFFFFF      CCCCCCCC
      NNN      NN      FFFFFFFF      CCCCCCCC
      NNNN      NN      FF      CCC
      NN NN NN      FFFFFFFF      CCC
      NN      NNN      FFFFFFFF      CCC
      NN      NNN      FF      CCCCCCCC
      NN      NN      FF      CCCCCCCC
=====
      National Finance Center
      Office of the Chief Financial Officer
      United States Department of Agriculture
=====
      For Authorized Use Only
=====
ENTER USER ID =      PASSWORD =      NEW PASSWORD? N
                                     (Y or N)
=====
ENTER APPLICATION NAME =      OR PRESS ENTER FOR MENU
=====
=====
```

Figure 2: NFC Banner Screen

3. Complete the fields as described below.

Field	Description/Instruction
Enter User ID	Type your assigned user identification (ID) (i.e., NF0999). Press Tab .
Password	Type your password. (Your password is not displayed on the screen.) Press Tab . Note: You may press Enter (instead of Tab) after typing your password to go directly to the CL/SUPERSESSION Main Menu screen.
New Password?	Displays system-generated "N." If you are not changing your password, press Tab . If you are changing your password, enter Y . Then complete the steps for changing your password as described under Changing Your Password (on page 8).
Enter Application Name	Type the application acronym and press Enter to go directly to that system. OR Leave the field blank and press Enter to go directly to the CL/SUPERSESSION.

4. At the CL/SUPERSESSION Main Menu screen:
 - Press **F8** to scroll through the Session IDs until the appropriate Session ID appears.
 - **Tab** until the cursor is located on the line next to the Session ID.
 - Press **Enter**.



OR

- Press **F9** to bring the cursor to the Command Line at the bottom of the screen and retrieve a specific Session ID.
- Type **s**.
- Press the **space bar** once.
- Type the Session ID acronym.
- Press **Enter**. See screen below for an example. The applicable system is displayed.

```

----- Actions Options Commands Features Help -----
KLSVSEL1          CL/SUPERSESSION Main Menu          More:  +

Select sessions with the ENTER key or use a "/"
to display an action code.

  Session ID      Description                                Type      Status
  -----
- IDMS05          IDMS05                                    Multi
- PINQ05          IDMS05                                    Multi
- ABCDINQ         IDMS03                                    Multi
- ABCD            IDMS03                                    Multi
- $DB2            TSDB $DB2          TSDB    PROC($DB2    Multi
- $ORACLE         TSOA                                     Multi
- $ORACLEA        TSOA                                     Multi
- $SPFA           TSOA $SPFA          TSOA    PROC($SPF    Multi
- $SPFAV2         TSOA $SPFAV2        TSOA    PROC($SPF    Multi
- $SPFB           TSDB $SPFB          TSDB    PROC($SPF    Multi
- $SPFBV2         TSDB $SPFBV2        TSDB    PROC($SPF    Multi
- $SPFC           TSOC $SPFC          TSOC    PROC($SPF    Multi

TSS7030I Password Changed
Command ==>
                                                    SYSB/T30N6447
Enter F1=Help  F3=Exit  F5=Refresh  F8=Fwd  F9=Retrieve  F10=Action

```

Figure 3: CL/SUPERSESSION Main Menu Screen

```

----- Actions Options Commands Features Help -----
KLSVSEL1                               CL/SUPERSESSION Main Menu                               More:  +

Select sessions with the ENTER key or use a "/"
to display an action code.

  Session ID  Description                                Type      Status
  -----
- IDMS05      IDMS05                                    Multi
- PINQ05      IDMS05                                    Multi
- ABCDINQ     IDMS03                                    Multi
- ABCD        IDMS03                                    Multi
- $DB2        TSDB $DB2          TSDB  PRDC($DB2    Multi
- $ORACLE     TSDA                                     Multi
- $ORACLEA    TSDA                                     Multi
- $SPFA       TSDA $SPFA          TSDA  PRDC($SPF    Multi
- $SPFAV2     TSDA $SPFAV2        TSDA  PRDC($SPF    Multi
- $SPFB       TSDB $SPFB          TSDB  PRDC($SPF    Multi
- $SPFBV2     TSDB $SPFBV2        TSDB  PRDC($SPF    Multi
- $SPFC       TSDC $SPFC          TSDC  PRDC($SPF    Multi

Command ==> s TMGT
Enter F1=Help F3=Exit F5=Refresh F8=Fwd F9=Retrieve F10=Action
                                           SYSB/T30N6447

```

Figure 4: CL/SUPERSESSION Main Menu Screen (Session ID Displayed)



Signoff Instructions

Follow the signoff-screen prompts at the bottom of the screen to exit the system or to return to the CL/SUPERSESSION Main Menu screen.

```

----- Actions Options Commands Features Help -----
KLSVSEL1                                CL/SUPERSESSION Main Menu                                More:  +

Select sessions with the ENTER key or use a "/"
to display an action code.

Session ID  Description                      Type      Status
-----
- IDMS05    IDMS05                          Multi     Current
- PINQ05    IDMS05                          Multi     Active

KLSTERM1      Exit Menu

Type a selection number or position the
cursor on a line and press ENTER.

- 1. Exit and terminate sessions (X)
  2. Exit and do not terminate sessions (N)
  3. Resume (R)

Command ==>
Enter F1=Help F12=Cancel

SYSB/T30N6447
trieve F10=Action

```

Figure 5: CL/SUPERSESSION Main Menu Screen

1. At the CL/SUPERSESSION Main Menu screen, press **F3** and the Exit Menu popup is displayed.
2. Position the cursor in front of Exit and press **Enter** to exit and terminate the CL/SUPERSESSION.

OR

Position the cursor in front of Resume and press **Enter** to exit the application without terminating the CL/SUPERSESSION Main Menu screen.

Changing Your Password

If you need to change your password:



1. Type "Y" next to the New Password? prompt on the NFC banner screen.

```
=====
== CURRENT DATE          SNX32703          T30N6447          PF1=HELP ==
=====
==          NN      NN      FFFFFFFF      CCCCCCCC ==
==          NNN     NN      FFFFFFFF      CCCCCCCC ==
==          NNNN    NN      FF           CCC ==
==          NN NN NN      FFFFFFFF      CCC ==
==          NN  NNNN      FFFFFFFF      CCC ==
==          NN   NN      FF           CCCCCCCC ==
==          NN    NN      FF           CCCCCCCC ==
=====
==          National Finance Center          ==
==          Office of the Chief Financial Officer ==
==          United States Department of Agriculture ==
=====
==          For Authorized Use Only ==
== ENTER USER ID =          PASSWORD =          NEW PASSWORD? Y ==
==                                     (Y or N) ==
== ENTER APPLICATION NAME =          OR PRESS ENTER FOR MENU ==
=====
```

Figure 6: NFC Banner Screen (with New Password? prompt set to Y)

2. Press **Enter** and the Change Password screen appears.

```
-----
KLGNPWD1          Change Password
-----
Type in your new password twice, and press ENTER.

Enter new password.....
Verify new password.....

Command ==>
Enter F1=Help F3=Exit F12=Cancel
-----
```

Figure 7: Change Password Screen

3. Enter the new password.
4. Verify the new password. Once you have entered your new password and verified it, the system will display another screen stating that the password was changed. See screen below.

Note: Your password can only be changed once per day. Before your password expires, you will be prompted to enter a new password.

```
-----
TSS7030I Password Changed
-----

Press ENTER to continue
-----
```

Figure 8: Password Changed Verification Screen



Operating Features

This section describes the system's design and operating features.

This section includes the following topics:

System Design	11
Help Screens	11
System Edits	11
Function Keys	11

System Design

LIST consists of one menu and four options (actions) for viewing, changing, and reporting data. The key field in each data record is the POI. This field is used to access data for a specific group and/or individual in the group.

Help Screens

Help screens are available for the key fields and the data elements displayed on the input screens. The help screens display a narrative description for each field.

System Edits

All entries in the system are subject to front-end system edits. If an error occurs or if required data is omitted, an edit error message is displayed at the bottom of the screen. All errors must be corrected before the database is updated. See the *Appendix* (on page 33) for a list of edit error messages.

Function Keys

The program function (PF) keys are used to access LIST options. How these keys are identified depends on the equipment being used. Other function keys include Enter, Clear, and Tab. For detailed instructions on equipment usage, see the appropriate manufacturer's operating guide. The functions of applicable PF keys are displayed at the bottom of each screen.





LIST Menu

This section describes the access authority.

This section includes the following topics:

Read-and-Write Access.....	13
Read-Only Access	14
Query Group	14
Query Employee	15
Change (Add/Change).....	19
Reports.....	23

Read-and-Write Access

After accessing LIST, the LIST menu is displayed. The LIST menu varies based on the user's read-and-write or read-only access authority.

The screen displayed to users with read-and-write access shows four options: Query Group, Query Employee, Change, and Reports.

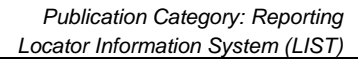
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```

Figure 9: LIST Menu (for users with read-and-write access)

Below is a brief description of each option.

Query Group. View the locator data for a group of employees.

Query Employee. View an individual employee's locator record.



Reports. Print specific report.

The screen displayed to users with read-only access shows all of the options on the previous page, except the Change option.

Figure 10: LIST Menu (for users with read-only access)

An option used to view the locator data for a group of employees in a specific Department, Agency, POI, and Org structure.

```
--          QUERY GROUP OF LOCATOR RECORDS      --
```

DEPT	AGENCY		POI	PF2=QUERY	PF7=UP	PF10=SORTSSN
ORG-STRUCTURE 2-4				PF4=CHANGE	PF8=DOWN	ENTR=PROCESS
				PF5=HELP	PF9=REPORT	CLR=EXIT

EMPLOYEE		SSN	HOME PHONE	OFFICE PHONE	BLD-CD	ROOM
		000000000				
		000000000				
		000000000				
		000000000				
		000000000				
		000000000				
		000000000				
		000000000				
		000000000				
		000000000				
		000000000				
		000000000				
		000000000				
		000000000				
		000000000				

```
***   FILL IN THE REQUIRED FIELDS FOR A GROUP YOU WANT TO QUERY   ***
```

Complete the fields as follows:

After completing the applicable fields, press **Enter**. An alphabetical list of the employees is displayed.

- ## Query Employee

15



To select this option at any point in LIST, press **PF2**. The Query Employee Locator Record screen is displayed.

```

      KEY INFORMATION:  ==  QUERY EMPLOYEE LOCATOR RECORD  ==
      DEPT      AGENCY
      SSN      0000000000
      PF1=GROUP      PF10=NSEARCH
      PF4=CHANGE      ENTR=PROCESS
      PF5=HELP      CLR=EXIT
      PF9=REPORT

      EMPLOYEE INFORMATION:
      1.NAME (LAST FIRST MI)
      2.POI      3.ORG STRUCTURE (2-4)
      4.BUILDING CODE      5.ROOM NUMBER
      BUILDING ABBR      6.MAIL ROOM
      BUILDING NAME
      ADDRESS

      7.OFFICE PHONE      {      }      -      EXT
      8.HOME PHONE      {      }      -
      EMERGENCY CONTACT INFORMATION:
      9.NAME (LAST FIRST)
      10.PHONE NUMBER      (      )      -      EXT
      11.RELATIONSHIP      12.DELETE INDICATOR

      ***  FILL IN KEY INFORMATION OR PRESS DESIRED PFKEY      ***
```

Figure 12: Query Employee Locator Record Screen

For more information see:

Viewing an Employee Record	16
Searching for an Employee Record	17

Viewing an Employee Record

To view an individual employee's locator record, complete the fields as follows:

Field	Description/Instruction
Department (Dept)	Enter the Department code.
Agency	Enter the Agency code.
SSN	Enter the SSN.

After completing the applicable fields, press **Enter**. The employee's locator record is displayed.

- To query another employee's record, enter the SSN and press **Enter**.



Searching for an Employee Record

To search for an employee's record by employee name, press **PF10**. The Employee Name Search screen is displayed.

```

      -=-  EMPLOYEE NAME SEARCH  -=-
*****
DEPT                                PF1=PREV    PF4=CHANGE    ENT=PROCESS
LAST NAME                          PF2=QUERY    PF5=HELP      CLR=EXIT
*****
      DEPT  LAST NAME                FIRST NAME    MI    AGCY    POI

                                           PAGE : 0001
*****
      SCROLL LISTING WITH PF7 AND PF8 KEYS OR SELECT A RECORD WITH AN (X)
*****

***  ENTER FULL OR PARTIAL NAME THEN PRESS <ENTER>  ***
  
```

Figure 13: Employee Name Search Screen

Complete the fields as follows:

Field	Description/Instruction
Dept	System-generated field. If the employee is in a different Department, enter the appropriate Dept code.
Last Name	Employee's full or partial last name.
Page	System-generated field. If there are multiple pages of employee names, specify a page instead of scrolling through the list of employee names.

After completing the applicable fields, press **Enter**. A list of employee names is displayed showing the Department, last name, first name, middle initial, Agency code, and POI for each employee.

- **PF8** to scroll forward through the list of employee names.
- **PF7** to scroll backward through the list of employee names.
- **PF2** or press **Enter** to query an employee's locator record, tab to the employee name, and enter in any character. The Query Employee Locator Record screen is displayed showing employee locator information for the selected employee.
- **PF2** at the employee's name to query an individual record at the Query Group of Locator Records screen. The Query Employee Locator Record screen is displayed showing the Department, Agency, and SSN for that employee.



- **PF5** to view the Help screen.



Change (Add/Change)

This option is used to enter new data or change existing data. This option is available only to users with read-and-write access. After an employee's accession personnel action has been processed and applied to the PPS database, the employee's record is added to LIST. The Agency should then enter the employee's locator record information to LIST. The building abbreviation, name, and address are generated from the building code established in Table 096, Department Building Codes, of the Table Management System (TMGT). For detailed instructions on accessing TMGT, see the TMGT procedure. Once an employee's locator data has been established in LIST, you can enter additional information or change existing information.

Note: Only users with read-and-write access can add and/or change LIST locator data. Department, Agency, SSN, employee name, POI, and Org structure cannot be changed using LIST. Changes to these fields must be made through the PPS database.

- To enter new data or change existing data, press **PF4** at any point in the system. The Change Employee Locator Record screen is displayed.

```

      ---  CHANGE EMPLOYEE LOCATOR RECORD  ---
KEY INFORMATION:
  DEPT      AGENCY
  SSN      0000000000
                                           PF1=GROUP  PF10=SEARCH
                                           PF2=QUERY  ENTR=PROCES
                                           PF5=HELP   CLR =EXIT
                                           PF9=REPORTS

EMPLOYEE INFORMATION:
  1.NAME (LAST FIRST MI)
  2.POI      3.ORG STRUCTURE (2-4)
  4.BUILDING CODE      5.ROOM NUMBER
    BUILDING ABBR      6.MAIL ROOM
    BUILDING NAME
    ADDRESS

  7.OFFICE PHONE ( ) - EXT
  8.HOME PHONE ( ) -
EMERGENCY CONTACT INFORMATION:
  9.NAME (LAST FIRST)
  10.PHONE NUMBER ( ) - EXT
  11.RELATIONSHIP      12.DELETE INDICATOR

***  FILL IN KEY INFORMATION OR PRESS DESIRED PFKEY  ***

```

Figure 14: Change Employee Locator Record Screen

This section includes the following topics:

Adding New Data	20
Emergency Contact Information	20
Changing Existing Data	21



Adding New Data

To add new data, complete the fields as follows:

Field	Description/Instruction
Dept	Enter the Department code.
Agency	Enter the Agency code.
SSN	Enter the employee's SSN.

After the employee data is displayed, complete the fields as follows:

Field	Description/Instruction
Name (Last First Mi)	System generated.
POI	System generated.
Org Structure (2-4)	System generated.
Building Code/Building Abbreviation (Abbr)/Building Name/Address	Enter the building code. The building Abbr, name, and address are system generated. If the building code is not in the database, the error message <i>Invalid Building Code</i> is displayed. Valid codes are available in Table 096, Department Building Codes of TMGT.
Room Number	Enter the office room number.
Mail Room	Enter the appropriate mail room information.
Office Phone	Enter the office telephone number including area code and extension number.
Home Phone	Enter the home telephone number including area code.

Emergency Contact Information

For an emergency contact, the following information is needed:

Field	Description/Instruction
Name (Last, First)	Enter the last name then first name of the emergency contact.
Phone Number	Enter the telephone number including the area code and extension number of the emergency contact person.



Field	Description/Instruction
Relationship	Enter the relationship to the employee of the emergency contact person.
Delete Indicator	Enter D or K , or leave blank. When entering new data for an employee, leave this field blank. D is automatically displayed in this field after an employee's separation action is applied to the PPS database. This signifies that the record will be deleted 90 days after the date of separation. To override this code and maintain the separated employee's record in LIST for an indefinite length of time, enter K over D . To remove the separated employee's locator record from LIST at a later date, enter D . The record will remain for 90 days after the date of separation.

Changing Existing Data

To change existing data at the Change Employee Locator Record screen, complete the Dept, Agency, and SSN fields as previously instructed and press **Enter**. The employee's locator record is displayed. Press **Tab** to move to the fields to be changed. After all necessary changes are made, press **Enter**. The message *Employee Successfully Modified* is displayed.

- To change data for another employee, repeat the process for changing existing data.
- **PF5** to display the Help screen.
- **PF10** to search for a building code or building name. The Building Code Search screen is displayed.

```

                                ---  BUILDING CODE SEARCH  ---
*****
CODE :                                PF1=PREVIOUS      PF8 =DOWN
                                PF5=HELP          ENTR=PROCESS
                                PF7=UP           CLR =EXIT
*****
BUILDING CODE      BUILDING NAME
*****

                                PAGE : 0001
*****

***  ENTER FULL OR PARTIAL BUILDING CODE THEN PRESS <ENTER>  ***

```



- Enter all or part of the building code at the Code prompt and press **Enter**. A list of available building codes and building names is displayed.
- **PF8** to scroll forward through the list of building codes and building names.
- **PF7** to scroll backward through the list.
- **PF1** to return to the previous screen.



Reports

This option is used to print specific reports. To select this option, press **PF9**. The Locator Report Listing screen is displayed.

```

                                --- LOCATOR REPORT LISTING ---
                                PF1=GROUP      PF5 =HELP
                                PF2=QUERY      ENTR=PROCESS
                                PF4=CHANGE     CLR  =EXIT

                                1 ORGANIZATIONAL STRUCTURE LISTING
                                2 ALPHABETICAL LISTING
                                3 SEPARATION REPORT
                                4 MISSING EMERGENCY CONTACT INFORMATION REPORT
                                5 MISSING BUILDING INFORMATION REPORT
                                6 UPDATE LOG REPORT

                                ENTER SELECTION 1

                                *** MAKE SELECTION OR PRESS DESIRED PFKEY ***
```

Figure 15: Locator Report Listing Screen

This section includes the following topics:

Reporting Through LIST	24
Reporting Through FOCUS.....	25



Reporting Through LIST

At the Enter Selection prompt, key in the number for the report to be printed and press **Enter**. The JCL Selection Criteria screen is displayed.

```
      ---  JCL SELECTION CRITERIA  ---
      USER IDENTIFICATION      : 20 20 SMITH
      REMOTE DESTINATION        : U1
      JOB NAME CHARACTER        : C
      SYSTEM OUTPUT CLASS       : A
      NUMBER OF COPIES          : 1
      -----
      DEPARTMENT CODE           : AG
      SERVICING AGENCY           : 90
      PERSONNEL OFFICE ID.       : 5317
      AGENCY CODE                : 90
      ORGANIZATION 2ND LEV       : 70
      ORGANIZATION 3RD LEV       : 20
      ORGANIZATION 4TH LEV       : 1010
      FROM DATE (YR MO DA)       : 00 - 00 - 00
      TO DATE (YR MO DA)         : 00 - 00 - 00

      ***  A REPORT WILL BE SUBMITTED  ***
```

PF1 =PREVIOUS
PF5 =HELP
ENTR=SUBMIT
CLR =EXIT

Figure 16: JCL Selection Criteria Screen

Complete the fields as follows:

Field	Description/Instruction
User Identification	Enter the user name to appear on the Job Control Language (JCL).
Remote Destination	Enter the printer number where the report is to be printed.
Job Name Character	Enter any letter (A-Z) or number (0-9) to identify this report from others being specified. This character becomes the last character of the job name. If no entry is made, the system defaults to C .
System Output Class	To direct the report to a designated printer, enter A . To view the report at the terminal, enter X . If no entry is made, the system defaults to A . For detailed instructions on viewing reports at the terminal, see the Interactive System Productivity Facility (ISPF) procedure.
Number of Copies	Enter the number of reports needed (1-5). If no entry is made, the system defaults to 1 .
Department Code	Enter the Department code.
Servicing Agency	Enter the servicing Agency code.
Personnel Office ID	Enter the POI.



Field	Description/Instruction
Agency Code	Enter the Agency code.
Organization 2nd-4th Lev	Enter the Organization structure code to the fourth level.
From Date (Yr Mo Da)	Enter the beginning date of the time period that you wish the report to cover (for Update Log Report only).
To Date (Yr Mo Da)	Enter the ending date of the time period that you wish the report to cover (for Update Log Report only).

After completing the applicable fields, press **Enter** to submit the job for output. The message *A Report Will Be Submitted* is displayed indicating the job is submitted for output.

- **PF1** to request another report. The Locator Report listing screen is displayed. Enter the report number at the Enter Selection prompt and press **Enter**. The JCL Selection Criteria screen is displayed, showing the data that was entered for the last request. Change the appropriate fields and press **Enter**.
- Press **Clear** to exit the system.
- **PF5** to display the Help screen.
- **PF1** to return to the previous screen.

Reporting Through FOCUS

LIST is defined to FOCUS. For detailed instructions on accessing FOCUS, see the FOCUS Reporting System procedures located under the Reporting publications category on the Publications page of the NFC Web site.

After accessing FOCUS, the Main Data Base Menu screen is displayed. Select Option 1, Payroll/Personnel Systems, and press **Enter**.

The Payroll/Personnel Data Base Menu screen is displayed showing two selections used to retrieve Payroll/Personnel and LIST data: Payroll/Personnel (PAYPERS) and Locator Information (LOCATOR).



Exhibits

This section includes the following topics:

Exhibit 1 - Organizational Structure Listing	27
Exhibit 2 - Alphabetical Listing	28
Exhibit 3 - Separation Report.....	29
Exhibit 4 - Missing Emergency Contact Information Report.....	30
Exhibit 5 - Missing Building Information Report.....	31
Exhibit 6 - Update Log Report	32

Exhibit 1 - Organizational Structure Listing

Report Number	LIST001
Brief Description:	Alphabetical list of employees by Org structure whose locator records are in LIST. It also provides the office room number, building code, building Abbr, building name and complete address, mailroom, work and home telephone numbers, and emergency contact information. If the employee is separated, the separation date appears on the report.
Primary Sequence:	Dept, Agency, POI.
Sequence of Data:	Employee name, Org structure.
Available Distribution Levels:	Dept, Agency, POI, Org structure to the fourth level.

REPORT ID: LIST001		ORGANIZATIONAL STRUCTURE LISTING				PAGE	1
AS OF XX/XX/XX							
DEPT	:DJ		ORG 2ND	:12	EXE OFC FOR IMMIGRATION REVIEW		
POI	:1800		ORG 3RD	:03	OFC OF THE CHF IMMIG JUDGE		
ORG AGCY	:12	HEADQUARTERS COMPONENTS (DOJ)	ORG 4TH	:0204	NEWARK FIELD OFFICE		
NAME	SSN	ROOM#	BLD-CD/ABBR	BLDG NAME	SEP DATE		
ADDRESS1		ADDRESS2		MAIL ROOM			
WORK PHONE	HOME PHONE	BLDG CITY	STATE	BLDG ZIP	STATUS		
EMERGENCY CONTACT	EMG PHONE	RELATIONSHIP					

DOE, JANE R	XXX-XX-XXXX	30NJ0108	FOB REGION 3 BLDG				XX/XX/XX
970 BROAD ST							
(555) 344-9999	(555) 222-9999		NEWARK	NJ	07102-0000		
JOHN DOE	(555) 222-8888	HUSBAND					

Figure 17: Organizational Structure Listing Screen



Exhibit 2 - Alphabetical Listing

Report Number	LIST002
Brief Description:	Alphabetical list of locator employees for the Department requested. It also provides the Org structure, POI, office room number, building code, mailroom, building abbreviation, work and home telephone numbers, and emergency contact information.
Primary Sequence:	Dept
Sequence of Data:	Employee name
Available Distribution Levels:	Dept

REPORT ID: LIST002		ALPHABETICAL LISTING - AS OF XX/XX/XX					PAGE 1	
		DEPARTMENT: AG						
NAME	SSN	ORG STRUCTURE	POI	BUILDING LOCATION		PHONE NUMBERS		

DOE, JANE	XXXXXXXX	90-70-40-0030	5317	ROOM#	2000	MAIL ROOM:	(xxx) xxx-xxxx	
				BLDG CODE:	VA0301	BLDG ABBR: OST	(xxx) xxx-xxxx	
				ONE SKYLINE TOWER			(xxx) xxx-xxxx Ext xx	
				5107 LEESBURG PIKE			JOHN DOE	
				FALLS, VA	22041 0000	RELATIONSHIP:	HUSBAND	

Figure 18: Alphabetical Listing Screen



Exhibit 3 - Separation Report

Report Number	LIST003
Brief Description:	Alphabetical list of employees within an Org structure whose separation actions have been processed through PINE, applied to the PPS database, and updated in LIST.
Primary Sequence:	Dept
Sequence of Data:	Employee name, Org structure
Available Distribution Levels:	Dept, Agency, POI, Org structure to the fourth level

REPORT ID: LIST003			SEPARATION REPORT			PAGE 1		
			AS OF XX/XX/XX					
DEPT	:DJ		ORG 2ND	:12	EXE OFC FOR IMMIGRATION REVIEW			
POI	:1800		ORG 3RD	:03	OFC OF THE CHF IMMIG JUDGE			
ORG AGCY	:HC	HEADQUARTERS COMPONENTS (DOJ)	ORG 4TH	:0204	NEWARK FIELD OFFICE			
NAME	SSN	WORK PHONE	HOME PHONE	ROOM#	MAIL ROOM	BLDG CODE/ABBR	STATUS	
BLDG NAME		BLDG CITY	STATE	BLDG ZIP	SEP DATE			

DOE, JANE R	XXX-XX-XXXX	(555) 344-9999	(555) 222-9999	2545		VA0301	/OST	XXXXXX
ONE SKYLINE TOWER		FALLS CHURCH	VA	22041-0000	XX/XX/XX			
5107 LEESBURG PIKE								

Figure 19: Separation Report Screen



Exhibit 4 - Missing Emergency Contact Information Report

Report Number	LIST004
Brief Description:	Alphabetical list within the Org structure of the locator employees whose emergency contact information has not been entered in LIST. It also provides the work telephone number, the office room number, mailroom, building code, building abbreviation, building name, and the complete building address.
Primary Sequence:	Dept, POI, Agency
Sequence of Data:	Employee name, Org structure
Available Distribution Levels:	Dept, Agency, POI, Org structure to the fourth level

REPORT ID: LIST004		MISSING EMERGENCY CONTACT INFORMATION REPORT				PAGE 1	
AS OF XX/XX/XX							
DEPT	:DJ		ORG 2ND	:12	EXE OFC FOR IMMIGRATION REVIEW		
POI	:1800		ORG 3RD	:03	OFC OF THE CHF IMMIG JUDGE		
ORG AGCY	:HC	HEADQUARTERS COMPONENTS (DOJ)	ORG 4TH	:0100	IMMEDIATE OFFICE		
NAME	SSN	WORK PHONE	ROOM NUMBER	MAIL ROOM	BLDG CODE	BLDG ABBR	
BLDG NAME	ADDRESS			BLDG CITY	STATE	BLDG ZIP	

BUILDING LINE TWO							

SMITH, JANE R	XXX-XX-XXXX	(300)999-8888	2545	VA0301		OST	
ONE SKYLINE TOWER	5107 LEESBURG PIKE			FALLS CHURCH	VA	22041-0000	

Figure 20: Missing Emergency Contact Information Report Screen



Exhibit 5 - Missing Building Information Report

Report Number	LIST005
Brief Description:	Alphabetical list within the Org structure of the locator employees whose building code, building name, and address have not been entered in LIST. It also provides the work telephone number for those employees.
Primary Sequence:	Dept, POI, Agency
Sequence of Data:	Employee name, Org structure
Available Distribution Levels:	Dept, Agency, POI, Org structure to the fourth level

REPORT ID: LIST005		MISSING BUILDING INFORMATION REPORT		PAGE 1	
		AS OF XX/XX/XX			
DEPT	:DJ	ORG 2ND	:06	ASST INSP GEN - INVESTIGATIONS	
POI	:1800	ORG 3RD	:50	NORTHERN REGIONAL OFFICE	
ORG AGCY	:IG	ORG 4TH	:0100	CHICAGO FIELD OFFICE	
OFF OF INSPECTOR GENERAL (DOJ)					
NAME	SSN	WORK PHONE			

DOE, JANE	XXX-XX-XXXX	(300) 555-8888			
SMITH, JOHN	XXX-XX-XXXX	(400) 777-9999			
TOTAL EMPLOYEES		2			

Figure 21: Missing Building Information Report Screen



Exhibit 6 - Update Log Report

Report Number	LIST006
Brief Description:	Alphabetical list within the Org structure of the locator record that has been updated in LIST during a specified period. It also provides the user ID of the person who made the online change. The type of change column indicates if the change was made online or processed through Payroll/Personnel batch update.
Primary Sequence:	Dept
Sequence of Data:	Employee name, Org structure
Available Distribution Levels:	Dept

REPORT ID: LIST006		UPDATE LOG REPORT		FROM: XX/XX/XX	TO: XX/XX/XX	PAGE 1
		AS OF XX/XX/XX				
DEPT	:DJ		ORG 2ND	:06	EXE OFC FOR IMMIGRATION REVIEW	
POI	:1800		ORG 3RD	:43	COMPUTER SERVICES STAFF	
ORG AGCY	:IG	OFF OF INSPECTOR GENERAL (DOJ)	ORG 4TH	:0200	COMPUTER SVC STAFF - ROCKVILLE	
EMPLOYEE-UPDATED	SSN	TYPE OF CHANGE	DATE CHANGED	UPDATED BY		

SMITH, JOAN	XXX-XX-XXXX	ONLINE	XX/XX/XX	NF999		
WILLIAMS, GEORGE	XXX-XX-XXXX	BATCH	XX/XX/XX	NF000		

Figure 22: Update Log Report Screen



Appendix

This section includes the following topics:

LIST Error Messages	33
----------------------------------	-----------

LIST Error Messages

A Valid Day Must Be Entered

A Valid Month Must Be Entered

A Valid Year Must Be Entered

Agency-Code and POI Not Compatible

Agency-Code Is a Required Field

Agency-Code Is Not Valid

Agency-Code Not Found

Agency-Code Not Matched Agency-TB

Department-Code Is a Required Field

Emergency Number Exchange Must Be Numeric

Emergency Phone Area Code Must Be Numeric

Emergency Phone Extension Must Be Numeric

Emergency Phone Number Must Be Numeric

Employee Already Exists - Check Key Fields

Employee Record Cannot Be Deleted

Employee Record Not Found

Employee Record Not Found - Check Key Fields

Employee Records Not Found

Error Finding Employee - Check Key Fields



Error Finding Employee - Check Security

Error Obtaining Employee - Check Key Fields

Error Obtaining Table Record

Error on Modify - Please Try Again

Error Storing New Employee - Please Retry

Home Phone Area Code Must Be Numeric

Home Phone Exchange Must Be Numeric

Home Phone Number Must Be Numeric

Index Key Not Found - Check Key Fields

Invalid Building Code

Invalid Security Level Request

Invalid Subschema Request

Last Name Is a Required Field

Locator Records Not Found

No Changes Were Made - Make Changes Then Press <Enter>

No Matches Were Encountered

Number of Copies Must Be From 1 to 5

Office Phone Area Code Must Be Numeric or (FTS)

Office Phone Exchange Must Be Numeric

Office Phone Extension Must Be Numeric

Office Phone Number Must Be Numeric

Organization 2nd Lev Is a Required Field

Output Class of "A" or "X" Required

POI Is a Required Field

Printer Identification Required



Request Denied - Security Violation

SSN Must Be Entered

SSN Must Be Numeric

SSNO Is a Required Field

Select a Valid Option or Desired PF Key

Servicing Agency Is a Required Field

Unable to Ready Table

User Identification Required

2nd-Lev Is a Required Field

3rd-Lev Is a Required Field

4th-Lev Is a Required Field



Index

No index entries found.